



TOWN OF FOXBOROUGH

Planning Board

40 South Street
Foxborough, Massachusetts 02035
(508) 543-1250 (voice)
(508) 543-6278 (fax)

SITE PLAN REVIEW GENERAL INFORMATION

(Revised May 2012)

A. APPLICABILITY

All those uses and activities detailed in Section 10.5 Site Plan of the Foxborough Zoning By-Laws (the By-Laws) shall require the filing of the attached Site Plan Application Form and a Site Plan. The information contained herein is designed to provide applicants with a clear understanding of the filing and plan requirements. The Town Planner should be contacted in all situations at (508) 543-1250, Facsimile (508) 543-6278 to ensure compliance.

The Planning Board is responsible for acting on complete site plan review applications. Uses where the granting of a Special Permit is required shall not require the submission of an application for Site Plan Review. Planned Developments within the Special Use (S-1) zoning district require a Special Permit and Site Plan Review are not applicable. For additions of less than 1,000 square feet to an existing building, a written request may be made to the Board to waive some or all of the Site Plan Review requirements.

B. PROCEDURES

The attached Site Plan Application Form shall be completed, signed and filed along with the information and plans as detailed in Sections 10.5 of the By-Laws. The provisions of Section 9.5 shall apply to those proposed uses within the Route One EDA. One complete application package (including all attachments) shall be filed with the Town Clerk. After filing with the Town Clerk, twelve (12) copies of the application package shall be submitted to the Planning Office in the care of the Town Planner.

A public hearing will be held within 21 days of the receipt of the application. Prior to this hearing, the application package will be provided to all municipal departments (and an outside consultant, if necessary) for review and comment. It is the responsibility of the applicant to obtain a copy of all comments from the Planning Office prior to the public hearing. The petitioner or a representative is required to attend the hearing, present the proposal, and respond to concerns and comments from town departments and the general public.

The public hearing will be closed when the Board determines that it has received all of the information and comments necessary to make an informed decision on the application.

C. SUBMITTAL REQUIREMENTS & FEES

All site plans shall be stamped by a certified Professional Engineer (P.E.) and Land Surveyor and shall comply with the criteria found in Section 9.01, Paragraphs C & D of the By-Laws. For those uses within the Route One EDA, the criteria found in Sections 9.5.6 and 9.5.7 of the By-Laws shall also apply.

1. All applications shall be accompanied by a certified list of abutters within 100 feet of the property. These abutters (with applicable parcel numbers) shall be noted on a reduced assessor's map(s) which shall also illustrate the parcel under consideration.
2. An administrative fee, in accordance with the Fee Schedule, payable to the "Town of Foxborough" shall accompany each application. The applicant shall pay the cost of any legal advertisements. These fees shall be paid prior to any decision by the Board.

D. PLANNING BOARD ACTION

The Board reserves the right to require an Environmental Impact Statement pursuant to Section 10.6 of the By-Laws. The provisions of Sections 9.5.6, 9.5.7, 9.5.8 and 9.5.9 shall apply to those proposed uses within the Route One EDA. The Report can be issued specific to address concerns identified during the public hearing process. In such cases, the applicant shall be required to make payable an inspection fee into a "special account" as authorized by Massachusetts General Laws, Chapter 44, Section 53F.

If the site plan(s) comply with all of the applicable sections of the By-Laws, Site Plan Approval shall be granted. A majority vote of a quorum of the Planning Board is necessary for action to be taken. A decision shall be filed with the Town Clerk within 15 days from the date of the close of the public hearing per Section 10.5.7 is valid for two (2) years from the date of the filing of the decision. Appeals shall be made in accordance to MGL Ch.40A Section 17.

The Board may determine that site inspections are necessary to assure compliance with the Site Plan Approval. These shall be performed by the Board or its designee. The applicant may also be required to post a performance guarantee to secure the completion of the approved site improvements. Reductions are granted upon written request by the petitioner and a favorable site inspection by the Planning Board or its designee

Changes to an approved site plan are allowed pursuant to Section 10.5.9 of the By-Laws.

E. CONSTRUCTION INSPECTION FEES

The applicant, prior to a building permit being issued, shall pay a construction inspection fee. This fee shall be based on one percent (1%) of the site costs to construct the approved site plan. This is not the Building Permit fee therefore costs for the construction of buildings shall not be included in this estimate.

An estimate of the construction costs shall be submitted by the applicant to the Planning Board for review and approval. The construction costs shall be based on the latest edition from Means Cost Data.

- a. The Planning Board may waive the inspection fee for municipal/government construction projects.
- b. The Planning Board may waive or reduce inspection fees if other municipal departments are providing inspectional services for elements of the site plan that were reviewed by the Board.
- c. Significant site changes or unique characteristics of the site construction, that require additional inspection time shall be assessed, by the Planning Board an additional fee to offset the higher cost of these inspections.

F. PROJECT COMPLETION

Upon completion of the project, “As-built” plans shall be submitted to the Board – two prints and in disk format as noted below. After approval of the plans, a request for the final release of a performance guarantee may be submitted.

1. The information required shall also be submitted on a 3.5” floppy disk or CD-ROM in an AutoCAD.DXF compatible or AutoCAD.DWG file. All digital data shall conform to the following guidelines:
 - The coordinate system shall be Massachusetts State Plane coordinates using the new North American Datum of 1983 (NAD83) and the newer North American Vertical Datum of 1988 (NAVD). Whenever possible, the plan submittals shall be “tied into” real world State Plane coordinates using the datum specified above. To demonstrate this tie down, all features should be stored in Massachusetts State Plane Coordinate System and the plan location and coordinate values of at least two points should be included in the submitted CADD file.
 - In addition, the CADD file should use the layering scheme listed in Table E-1 on the following page. This layering system will ensure that all plans are submitted to the town in a consistent format.”

It is recommended that all applicants carefully review the By-Laws, specifically Sections 10.5 (Section 9.5 for EDAOD uses) and meet with the Town Planner prior to the submittal of an application for Site Plan Review. The Planner can be contacted at (508) 543-1250 during regular business hours.

**Town of Foxborough Planning Board
FY2012 Fee Schedule – Effective 8-25-11**

Application Fees - AR Code 175001	Fee
<u>Special Permits:</u>	
Single-Family Conversion (Accessory Apartment)	\$300
Multi-Family Dwellings	\$1,000 per developed acre up to 5 acres/\$1000 per acre above 5
Non-Residential Uses	\$1,000 per developed acre up to 5 acres/\$1000 per acre above 5
Findings: Water Resource Protection	\$300
Existing Use Expansions	\$300
Permit Renewals	\$400
Advertising	Cost of ads
<u>Site Plan Review:</u>	
Non-Residential Uses	\$1,000 per developed acre up to 5 acres/\$1000 per acre above 5
Change of Use (no new construction)	\$300
Advertising	Cost of ads
Site Plan Review Waiver Request	\$300
Site Plan Modification	\$300
Bond Estimate	\$500
Bond Reduction	\$300
<u>Subdivisions:</u>	
ANR Plan/Form A	\$300 plus \$200 per new lot
Preliminary Subdivision Plans	\$1,500 plus \$400 per lot
Definitive Subdivision Plans (no preliminary plans filed)	\$3,500 plus \$800 per lot
Definitive Subdivision Plans (preliminary plans filed)	\$1,500 plus \$400 per lot
Definitive Subdivision Plans Modification	\$300 plus \$200 per lot
Rescission of an Approved Definitive Plan	\$300
Frontage Waivers	\$750 plus \$400 per lot
Advertising	Cost of ads
Lot Releases	\$300
Bond Estimate	\$500
Bond Reduction	\$300
Street Acceptance Inspection	\$200 per lot
Inspection Fees - AR Code 175002	
Site Inspection Fees	1% of site costs
Subdivision Inspection Fees	\$8 per lf of roadway
Notes: 1. Fees are non-refundable 2. All fees must be paid in full prior to any decision by the Board 3. All fees are payable to the Town of Foxborough 4. When reviewing an application for, any modification to, or any inspections of a Special Permit or a subdivision, the Board may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Town lacks the necessary expertise to perform the work. The Board may require that applicants pay a project review fee(s) in addition to the fees indicated in this schedule consisting of the reasonable costs incurred by the Board for the employment of outside consultants. Review fees associated with the review of a submission shall be paid prior to the close of the Public Hearing.	

FOXBOROUGH PLANNING BOARD

SITE PLAN REVIEW APPLICATION FORM

Date: _____

- **Name of Applicant(s):** _____ **Phone #** _____
Mailing Address: _____

- **Owner(s) of Property:** _____

- **Signature of Property Owner:** _____

- **Name of Engineer:** _____
Address: _____

Massachusetts Registration #: _____

1. **Location by street address, (if any), and/or parcel and map number (which can be obtained from the Assessor's Office) for the property/building under consideration:**

Parcel _____, Map _____, Acreage of Parcel _____

2. **Zoning District of Parcel:** _____
Is the parcel in the Water Resource Protection District? _____

3. **Present use of property:** _____

4. **Proposed use of property:** _____

5. **Proposed square footage of building(s):** _____

6. **If a Special Permit, Special Use Permit, Variance or Site Plan relative to the subject property has been previously acted upon, please state the type & date and attach a copy:**

It is recommended that the applicant review Section 10.5 & 9.5 of the Foxborough Zoning By-Laws and meet with the Town Planner before completing this application.